

**WESTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
SECRETARY 1**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current Secretary 1 examination list.

Department: Student Financial Services

Location: Danbury, Connecticut

Job Posting No: 078750

Hours: Monday – Friday 8:00 a.m. – 4:30 p.m.

Salary: \$39,061 – \$51,255

Closing Date: Friday, July 13, 2012

Eligibility Requirement: Candidates must have applied for and passed the Secretary 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

The person selected for this position will have frequent contact with students and the general public therefore, excellent interpersonal and customer service skills are required. Responsible for a full range of secretarial duties to include, but not limited to: typing, editing, proofreading, filing, maintaining data and running reports in the Banner database as well as other files; composing correspondence; report writing; receptionist duties; answering/screening and directing incoming telephone calls, creating and maintaining student databases and mailing lists. Proficiency in Microsoft Word and Excel is required. Experience with Banner is preferred. This position provides general secretarial support to the Student Financial Services department.

Knowledge, Skills and Abilities: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

General Experience: Two (2) years' experience above the routine clerk level in office support or secretarial work

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Prospective candidates must electronically apply by sending a cover letter, resume, and contact information of three (3) current professional references to Ms. Peggy Boyle, Associate in Human Resources. Materials should be submitted via email to: hrpositions@wcsu.edu. Reference #078750 Secretary 1 and your Last Name in Subject Line of the email. Materials must be submitted in one (1) complete file (PDF or Word format only) and not via multiple attachments. Do not submit the state application. Application materials must be received in the above format no later than **Friday, July 13, 2012**.

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.